



Manpower®

ASSOCIATE HANDBOOK



Manpower Northern Nevada



Manpower Temporary Services

Notice: For the purpose of this handbook Manpower Temporary Services, will be referred to as “Manpower” or “The Company”.

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WELCOME

Thank you for joining the Manpower team. We're excited to have you on board. The opportunities are endless when you work for Manpower. By choosing Manpower you can explore new careers, experience different industries, learn about different companies, and choose the right job for you. Manpower also offers a variety of benefits and tools to keep you advancing at work.

This handbook can assist you with any questions about your employment and provide you with information about Manpower's policies and procedures. Keep this handbook as a resource and, remember, your Manpower representative is always available to answer your questions.

In Northern Nevada, Manpower has been under the same franchise ownership since 1979 with 8 offices and approximately 20 staff employees servicing the Reno/Sparks, Carson, Fallon, Fernley, Winnemucca and Elko areas. Manpower provides office workers, skilled and unskilled laborers and technical employees. Manpower (northern Nevada) has an average temporary workforce of 1,600 people. Approximately 30% of our temporary workers find full-time jobs as a result of temporary placement through Manpower.

Our Commitment

When you become an Associate of Manpower, you not only join a team that is committed to excellence but you also become a member of a company that:

- Rewards excellence and innovation
- Recognizes individual contributions
- Provides competitive pay and benefits
- Encourages professional growth and development that is consistent with interest and abilities
- Supports open communication

Our Values:

- **People.** We care about people and the role of work in their lives. We respect people as individuals, trusting them, supporting them, enabling them to achieve their aims in work and in life. We help people develop their careers through planning work, coaching and training. We recognize everyone's contribution to our success – our staff, our clients and our candidates. We encourage and reward achievement.
- **Knowledge.** We share our knowledge, our expertise and our resources, so that everyone understands what is important now and what is happening next in the world of work – and knows how best to respond. We actively listen and act upon this information to improve our relationships, solutions and services. Based on our understanding of the world of work, we actively pursue the development and adoption of the best practices worldwide.
- **Innovation.** We lead in the world of work. We dare to innovate, to pioneer and to evolve. We never accept the status quo. We constantly challenge the norm to find new and better ways to doing things. We thrive on our entrepreneurial spirit and speed of response; taking risks, knowing that we will not always succeed, but never exposing our associates or clients to risk.

Neither this handbook nor any other Company document, confers any contractual right, either express or implied, to remain in the Company's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will, with or without cause and without prior notice, by the Company or you may resign for any reason at any time.



Assignments

When you accept an assignment with Manpower, we'll provide you with:

- The company name and location
- Directions to the worksite
- Start date, time and projected length of assignment
- Work hours, lunch and break times
- Check-in procedures, if required
- Supervisor's name
- Description of what you'll do on the job
- Dress code, including any required safety equipment
- Pay rate
- An assignment order number to use for payroll purposes

This is your main source of information about your assignment, so feel free to ask as many questions as you wish. We won't pressure you to accept an assignment; the decision is always up to you. When you accept an assignment, remember that we're counting on you to do your best.

Manpower Is Your Employer. Whether you're on a short or long-term assignment with our client, you are still a Manpower employee.

Call your Manpower representative to tell us if:

- You're going to be late or unable to report for work. **Not showing up for work without first telephoning us could be cause for removal.**
- The work you're asked to do is substantially different from the work described to you by your Manpower representative.
- The work environment appears unsafe.
- You're sick or injured on the job, or feel you can't complete a job.
- You're unavailable for a period of time. Let us know in advance if you're planning a vacation or time off for any reason.
- You've changed your address, telephone number, email address or banking relation-ship that would impact direct deposit.
- You've learned new skills that may qualify you for more assignments or higher pay.
- Your assignment ends. **You must call us within 48 hours to let us know of your availability for your next assignment.**
- You feel Manpower's Anti-Harassment/Anti-Discrimination Policy is being violated.

Appearance

You are representing Manpower and yourself and first impressions are important. Your appearance and personal hygiene attest to your professionalism. These two factors influence customer reaction. Manpower wants its customers to know they are getting the best employees possible. Wear appropriate clothes, in some cases you may be required to wear specific types of clothes or shoes. Your Manpower Staffing Specialist will advise you as to the dress code for each assignment. If you are unclear of any dress code, please feel free to ask.



Getting Paid

It is your responsibility to accurately report your time in a timely manner. We need your help so that we may pay you the correct amount at the right time. It is your responsibility to report your time by:

- Accurately tracking the time you arrive and leave work, and how long you take for lunch.
- Reporting your time every week by midnight on the Sunday of the week you work. Manpower's standard work week is Monday through Sunday and Manpower's payday is Friday following the week you worked.
- Submitting your time for approval by one of the methods included in this handbook.
- Completing your report accurately in a timely manner. **Reports submitted late or inaccurately may cause a delay in your pay.**

Intentionally falsifying any document, inclusive of timecards and timekeeping reports is a serious violation of Manpower policy and may result in disciplinary action, up to and including removal.

Time Reporting. Depending on the client and area where you work, you'll be asked to report your time using one of the four methods detailed here.

Paper Time slips. Instructions for the completion and submission of paper time slips are located on every time slip. In order to ensure prompt pay, time slips must be signed by the client representative and yourself and received by our Payroll Department no later than noon on Monday.

Electronic Timekeeping. At certain client sites, you may be issued a badge that will be used for both access to the work area and for electronic timekeeping. In such cases, you will be afforded an opportunity to review your weekly hours prior to their electronic submission to our Payroll Department. Directions on how to use electronic timekeeping devices will be given by your Staffing Specialist or recruiter.

WebCenter. Manpower's WebCenter system uses the internet to track your hours and process your pay. If you are working for a Manpower client using WebCenter, you will enter your work hours online at the end of the week, or at the end of each day if you choose. Your hours are reviewed by your job site supervisor and approved online. No more paper time slips, and you won't need to track down your supervisor for their signature. Directions on how to use electronic timekeeping devices will be given by your Staffing Specialist or recruiter.

Hand Scanning: Certain customers may use a hand scanning device for time tracking purposes. Should you be assigned to a customer site using a hand scanning device your time will be kept using the device. Make sure you scan in and out appropriately so your time is kept accurately. Directions on how to use hand recognition timekeeping devices will be given by your Staffing Specialist or recruiter.

About Your Pay. You'll be paid a wage determined both by your skills and our client's work requirements. Your hourly wage may vary from job to job. Your Staffing Specialist or recruiter will tell you how much the job will pay before you accept the assignment. Your weekly pay is based on your completed and submitted time reports. As your employer, Manpower will deduct from your pay the mandatory FICA, Federal, State and Local taxes. **Friday is Manpower's standard payday.**

To ensure prompt deposits and statements, you should contact Manpower immediately if you have a change of address or financial institution. And please remember: Manpower is your employer.



You may elect one of several ways to receive your pay. Those methods are detailed below.

Direct Deposit: Manpower provides direct deposit at no charge. To enroll; complete the direct deposit authorization form, available from your Manpower representative. Staple a voided check to the form for verification of all financial institution information. Return both the form and voided check to your Manpower representative. Completing and signing this form gives Manpower the authority to deposit your pay directly in your account.

Global Cash Card: This debit card allows you convenient access to your funds at ATMs and retail locations. Your Cash Card relationship is with the card provider, not Manpower. Please ask your Manpower representative for additional information regarding this option.

Office Pick-Up: Should you choose not to participate in direct deposit your paycheck will be available for pick up at your Manpower office on Friday during regular office hours. Paychecks will be released to a third party only with proper written authorization from the employee.

Holiday Pay

Manpower temporary employees are eligible to be paid for the following holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

To qualify for a paid holiday you must have worked 1800 hours during the 52 weeks immediately preceding the holiday, and you must be currently working on an assignment at the time of the holiday.

Note: Currently working is defined as working during the week ending prior to the holiday and the week ending of the holiday.

Temporary employees are responsible for notifying their Manpower representative or Staffing Specialist when they reach the qualifying number of hours. Holiday pay will only be paid for the current holiday by **turning in a holiday timecard** for the week ending in which the holiday occurs. There will be no retroactive holiday pay.

*Does not apply to wagemaster(s)

Manpower/RTC RIDE Bus Pass Program

Manpower and the Regional Transportation Commission (RTC) have teamed up to offer reduced fare 31 day bus passes to our employees. These passes can be offered to employees of Manpower at 40% off the regular purchase price through payroll deduction. Please check with your Manpower Staffing Specialist for details on this offer.

Health Insurance Benefits

Variable hour employee's have the option to pay full premiums for our Minimum Value Plan (MVP) until considered full time. Eligible full time employees are "variable hour employees that have worked at least 52 weeks without a defined break in service and have an average of at least 30 hours a week." Manpower pays a portion of full time employee premiums to make healthcare affordable defined by ACA. Refer to page 12 to see our notice regarding the Affordable Care Act and contact your local Manpower representative for details about our Medical plan options.



Not an Agency

We do not charge you a fee for placement on an assignment. However; should you find a regular full-time position through a Manpower temporary placement, the obligation of you and the customer is you remain a Manpower employee on that assignment for a period of 520 hours.

Personnel Records

It is your responsibility to keep your personnel records correct and up to date. If at any time your address, name, phone number or other important personal information changes, you must report this to your Manpower office in writing immediately. If Manpower does not have your correct address you will be held accountable for the destination of your W-2 form which is mailed out yearly to the address on file.

Policies

It's essential that you thoroughly understand Manpower's policies. Please review the ones presented here. Indicate your understanding and acceptance of these policies by signing the acceptance form at the back of this handbook. Leave the form with your Manpower Representative. Policies and benefits may vary from office to office. Be sure to check with your local office regarding its policies and benefits.

Equal Employment Opportunity

Manpower as an organization can be summarized by the values that guide our daily interactions and we strive to ensure that we represent these values. Manpower does not discriminate against any individual based on age, race, religious beliefs, national origin, gender, gender expression, sexual orientation, disability or veteran status, or any other status protected by law. Equal employment opportunity is the law; it is also an extension of our core values: "We care about people and the role of work in their lives" and "we recognize everyone's contribution to our success".

Harassment-Free Workplace

It is your right to work in an environment free from harassment, hostility, and intimidation. Manpower does not tolerate discrimination, sexual harassment, or other types of harassment directed at an applicant, associate, client or vendor. To further support this policy, Manpower may periodically require training of associates. Manpower's response to a harassment or discriminatory conduct complaint includes:

- **Confidentiality.** It will be maintained to the extent possible under the specific circumstances.
- **Investigation and Discipline.** Manpower will promptly and thoroughly investigate all discrimination and harassment complaints. If it is determined inappropriate conduct has occurred, including retaliation, Manpower will act promptly to ensure the conduct is eliminated and appropriate corrective action is taken. False allegations may also be considered violations of this policy.
- **Zero Tolerance of Retaliation.** Retaliation will not be tolerated in any form toward anyone who in good faith makes a complaint or participates in an investigation.

Manpower requests you report all incidents of discrimination or harassment to us immediately. In any such event, you should contact your Staffing Specialist or recruiter or other Manpower representative.

Manpower endorses an open door policy where all associates should feel free to discuss concerns or other work-related issues with management.



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Anti-Harassment/Anti-Discrimination

All Manpower employees are entitled to work in an environment that is free from harassment, hostility, and intimidation. Manpower strictly prohibits any offensive or unwelcome physical, written, or verbal conduct regarding any person's age, race, religious beliefs, national origin, gender, gender expression, sexual orientation, disability or veteran status, or any other status protected by law.

Harassment is defined as discriminatory conduct such as intimidation or ridicule based on gender, race, national origin, sexual orientation, pregnancy, age, religion, disability, or other basis protected by law that creates an offensive work environment. Examples include, but are not limited to: unsolicited or unwarranted remarks, innuendoes, jokes, verbal abuse, threats, and taunting.

Sexual harassment is defined as unwelcome conduct of a sexual nature where an employee feels compelled to comply with the harassment as part of continued employment, job betterment, or where the harassment interferes with an employee's work creating an intimidating or hostile work environment. Examples include, but are not limited to:

- unsolicited or unwanted physical contact
- leering or staring
- sexually explicit or derogatory comments
- unwelcome questions or conversations about sexual activities
- the display or circulation of sexually explicit or derogatory pictures or other materials

Our policy is to investigate all such complaints thoroughly and promptly. To the fullest extent practical, Manpower will keep complaints and the terms of their resolution confidential. If an investigation confirms harassment has occurred, Manpower will take corrective action, including such discipline up to and including immediate termination of employment, as is appropriate. **Any employee reporting an instance of harassment shall not be subject to any punitive action. Retaliatory action taken by any employee will result in that employee's immediate termination.**

Violence-Free Workplace

Manpower is strongly committed to providing a violence-free workplace and has adopted a zero tolerance policy. Violence, threats of violence, or intimidation of Manpower staff or associates, vendors, or client employees will not be tolerated. Examples include, but are not limited to:

- Hitting or shoving an individual
- Threatening harm to an individual or his/her family, friends, or associates
- The intentional damage or destruction of, or threat of damage or destruction to, property
- Harassing or threatening phone calls
- Harassing surveillance or stalking
- The suggestion or intimation that violence is appropriate
- Possession or use of firearms or weapons. Possession or use of firearms or weapons under any circumstances on Manpower or client property or elsewhere in connection with employment with Manpower will not be tolerated.

If you experience an actual or perceived threat of physical violence including intimidation, harassment, or coercion, immediately report the incident to your manager/supervisor. In life-threatening or emergency situations, call your local police department or "911."

Violations of this policy may result in termination of employment.



Substance Abuse

Alcohol and drug abuse can cause health, safety, and security problems. Manpower expects all associates to assist in maintaining a work environment free from the effects of alcohol, drugs, or other intoxicating substances. In addition, associates are prohibited from reporting to work under the influence of drugs or alcohol.

Our Policy

Manpower's Substance Abuse Policy prohibits the workplace distribution, sale, purchase, possession, or use of narcotics, drugs, alcohol, inappropriate use of prescription medication, or any illegal or controlled substance. Any associate whose manager/supervisor has a reasonable suspicion that the associate is in violation of this policy may be required to undergo a drug/alcohol test as permissible under state law. Violations of this policy may result in termination of employment.

"Illegal Drugs" means any controlled substance or drug, the sale, possession or consumption of which is illegal under the Federal Controlled Substances Act 21 U.S.C. 812. The term includes prescription drugs not legally obtained and prescription drugs not being used in the manner, combination or quantity prescribed. Under Nevada Revised Statutes (NRS) employers are not required to allow the use of medical marijuana in the workplace. Medical marijuana cards will not be accepted as a legitimate reason for a positive test for marijuana. All positive marijuana tests will result in a policy violation.

Certain Manpower customers, but not all, may require a temporary employee or applicant assigned by the Company to a customer to undergo alcohol and/or other drug screening as a pre-assignment and/or post-assignment condition and the Company may elect to require such screening. Testing methods may include urine, saliva, or hair analysis. If a temporary employee tests positive, termination will occur, and the employee will be eligible for rehire after six months and after a negative drug test result or after proof of enrollment in or successful completion of rehabilitation program and a negative drug test result.

For pre-assignment purposes, a temporary employee may be requested to submit to screening. If the employee declines to submit to screening, the Company may refuse to employ or to assign the employee to a job. However, refusal to submit to screening will not result in termination from Manpower. Any adulterated specimen will be viewed as a positive result and will be treated as such. For post-assignment purposes, a temporary employee may be requested to submit to screening at no expense to the employee, based upon reasonable suspicion or after an accident, or as part of a random drug testing program. The employee has the right to decline to submit to the screening, and the Company may terminate the employee's assignment or employment with the Company, if this occurs. If the employee tests positive for the illegal use of a drug or of alcohol, the employee will be terminated from employment with the Company. Any adulterated specimen will be viewed as a positive result and will be treated as such. State law may allow for a denial or a reduction of any worker's compensation benefits an employee may be entitled to if the employee tests positive for alcohol or other drug use or refuses to be tested after a workplace accident.

Legal use of drugs is permitted on the job only if the drug:

- Is prescribed by a physician for the associate taking the drug; and
- Does not impair the associate's ability to perform his/her job effectively and safely

Any associate who is taking an over the counter or prescription drug while working shall notify his/her manager if the medication may affect or impair work performance or safety.



Solicitation/Distribution

This policy applies to solicitation, distribution and loitering in and on Manpower or our clients' premises. This policy is deemed necessary because Manpower recognizes the need to restrict and control loitering, solicitations, postings, and the distribution of literature on its and our clients' premises for the purpose of avoiding disruption or loss of productivity, and to ensure that Manpower is providing excellent service to our clients.

Solicitation and distribution of literature and other materials by Manpower associates on Manpower's or our clients' premise for any purpose is prohibited during work time. Distribution is also prohibited at all times in Manpower or our clients' working areas. "Work time" is the time when the person does the soliciting or distributing, or the person being solicited or receiving the distribution, is or should be working. "Work areas" are those areas where associates and employees are regularly assigned to work duties, confer about work related issues, or conduct business. This policy must be followed concurrently with any solicitation or distribution policies maintained by Manpower 'clients, which may be more specific than this policy. Any violation of this or a Manpower clients' policy may result in discipline, up to and including termination of an assignment or employment with Manpower.

Use of Information Technology Resources

Because you may perform job tasks on laptops, desktops, network stations, mainframe and other Information Technology (IT) resources that belong to Manpower or our clients, you must comply with these rules.

Do not:

- Use client's IT equipment for non-job-related activities
- Use another person's user I.D., attempt to use a user I.D. for unauthorized purposes, or give your user I.D. or password to an unauthorized person
- Add, change, delete, download, upload or copy software to or from any client equipment
- Copy, distribute or use software or other information without first obtaining permission from the copyright owner
- Modify the software configuration (e.g., add a screensaver)
- Connect, remove or insert technology components or equipment, including floppy disks, CDs, modems, memory or processor chips or cards, unless specifically authorized
- Move equipment without explicit authorization from the client
- Produce, store, display or transmit material that is sexually explicit, suggestive, harassing or otherwise offensive
- Use equipment for any activity that is disparaging, defamatory, profane, maliciously offensive, libelous or slanderous or invades another's privacy
- Use equipment for any activity which would harm Manpower, its client or their images
- Send email to random recipients, email with executable software attached or email

Mobile Phone Usage.

Using a cell phone, mobile phone, or other wireless communication device while at work for personal use **is strictly prohibited unless it is necessary for your job assignment or emergency.**



Social Media Policy | Using social media at work

Refrain from using social media while on work time or on equipment provided by Manpower or its customers, unless it is work-related and authorized by your manager. Do not use Manpower email addresses to register on social networks, blogs or other online tools utilized for personal use.

Post only appropriate and respectful content

- Maintain the confidentiality of Manpower’s trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Respect financial disclosure laws. It is illegal to communicate or give a “tip” on inside information to others so that they may buy or sell stocks or securities. Such online conduct may also violate the Insider Trading Policy.
- Do not create a link from your blog, website or other social networking site to a Manpower website without identifying yourself as a Manpower associate.
- Express only your personal opinions. Never represent yourself as a spokesperson for Manpower. If Manpower is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of Manpower, fellow associates, members, customers, suppliers or people working on behalf of Manpower. If you do publish a blog or post online related to the work you do or subjects associated with Manpower, make it clear that you are not speaking on behalf of Manpower. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of Manpower.”

Retaliation is prohibited

Manpower prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including removal from assignment.

Media Contacts

Associates should not speak to the media on Manpower’s behalf without contacting your Manager or Staffing Specialist. All inquiries should be directed to them.

For more information

If you have questions or need further guidance, please contact your Manager or Staffing Specialist.



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Affordable Care Act (ACA) Employer Notification

HAT, Ltd. Partnership dba Manpower Temporary Services, (hereinafter; Manpower) is notifying its employees residing in the State of Nevada that the State has established a State Based Exchange to help Nevadans without affordable health insurance coverage obtain such coverage.

Nevada Health Link can help you select a qualified health plan. To determine if you and your family may be eligible for health insurance premium tax credits and reductions in cost sharing, and to calculate the net amount of any premiums you may be required to pay for coverage through Nevada Health Link you may contact Nevada Health Link at:

Phone: 855-768-5465 (855-7-NVLINK)

Fax: 855-868-5465 (855-8-NVLINK)

Mailing address: P.O. Box 97138 Las Vegas, NV 89193

E-mail: contact@exchange.nv.gov

www.nevadahealthlink.com

1. If your contribution to your health insurance coverage (not your families) costs more than 9.5% of your household income, you may be eligible (depending on the modified adjusted gross income of your household for federal income tax purposes, your legal residency, other coverage you may have and other federal requirements) for a premium tax credit under section 36B of the Internal Revenue Code of 1986 and a cost sharing reduction under section 1402 of the Patient Protection and Affordable Care Act if you purchase a qualified health plan through the State Based Exchange.
2. Any employer contributions to the cost of the employer's health insurance plan generally are not subject to income tax and that, if the employee buys coverage through the Exchange, he or she may lose these employer contributions.

This section contains information regarding health care coverage offered by Manpower. If you decide to complete an application for coverage on Nevada Health Link, you will be asked to provide company information below.

HAT, Ltd. Partnership dba Manpower Temporary Services

1155 West Fourth Street

Reno, NV 89503

(775) 328-6020

Employer Identification Number (EIN) 88-0276654

Here is some basic information about health coverage offered by Manpower:

As your employer, we offer a health plan to all employees. Variable hour employee's have the option to pay full premiums for our Minimum Value Plan (MVP) until considered full time. Eligible full time employees are "variable hour employees that have worked at least 52 weeks without a defined break in service and have an average of at least 30 hours a week." Manpower pays a portion of full time employee premiums to make healthcare affordable defined by ACA. Please contact your local Manpower representative for details about our Medical plan options.

This notice is being provided to you in accordance with the requirements of the Patient Protection and Affordable Care Act (Public Law 111-148) and Health-Related Portions of the Health Care and Education Reconciliation Act of 2010 (Public Law 111-152), section 1512.



Manpower's Family and Medical Leave Act Policy

Manpower's Family and Medical Leave Act (FMLA) Policy complies with the Federal FMLA and applicable state laws. Following is a summary of this policy. Please note that the policy may vary slightly from state to state depending on state or local law. A copy of Manpower's complete FMLA policy is available upon request.

To be eligible for FMLA benefits you must have worked for Manpower:

- For at least 12 months (need not be consecutive)
- A minimum of 1,250 hours during the previous 12 months

An eligible associate may be provided up to a total of 12 workweeks of unpaid leave during any 12-month period for one or more of the following reasons:

- The birth, adoption, or foster placement of a child
- The care of a spouse, child, or parent with a serious health condition
- The care of oneself because of a serious health condition
- Military family leave for a qualifying exigency arising out of an impending call or order to active duty

An eligible associate may also be provided up to a total of 26 workweeks of unpaid leave in a single 12-month period for Military Caregiver Leave to care for a covered service member with a serious illness or injury incurred in the line of duty on active duty.

If both spouses are employed by Manpower they are jointly entitled to a combined total of 12 workweeks for birth, adoption or foster care placement of a child, or 26 workweeks of Military Caregiver Leave. Leave for childbirth, adoption or foster care must conclude within 12 months of birth or placement.

Manpower will maintain group health insurance coverage for an associate on FMLA leave if the associate was enrolled in the group health insurance plan prior to taking the FMLA leave of absence. Upon being approved for FMLA, you will be advised of the procedure for paying any required premiums. In some instances, Manpower may recover premiums paid to maintain health coverage for an associate who fails to return to work from FMLA leave.

Use of FMLA will not result in the loss of any employment benefit earned or that you may have been entitled to before the FMLA leave. On your return, you will be reinstated to the same or equivalent position as required by law.

When seeking FMLA leave, you're required to provide to a Manpower representative:

- Thirty-day advance notice of the need to take FMLA leave when the need is foreseeable.
- Notice of an unforeseeable leave as soon as practical after learning of the need for leave generally within the usual and customary notice and procedural requirements for reporting absences
- Medical certification supporting the need for leave due to a serious health condition affecting the associate or an eligible family member.
- Periodic re-certification (if applicable and necessary).



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Safety Policy & Guidelines for Employees

You have the following rights:

1. To be advised of occupational safety and health hazards and to receive training about safe work conditions, practices, and personal protective equipment.
2. To provide information to us about safety hazards or request information without fear of reprisal.

You have a duty to comply with the following requirements:

1. Know the Safe Practices for your work area and for your job.
2. Comply with safe work practices and personal protective equipment requirements.
3. Report all unsafe working conditions to your Manpower office.
4. Notify your Manpower office of any changes in your job assignment.

Employee responsibilities:

1. Know your job and always follow safe work practices.
2. Recognize the hazards of the job and take appropriate precautions to ensure safety.
3. Inform the customer and Manpower of hazards.
4. Actively participate and cooperate in the safety program of Manpower and the customer.
5. Use all personal protective equipment provided.
6. Comply with all safety instructions from supervisors.
7. Obey all health and safety standards, warnings, and signs.

Manpower code of safe practices:

1. All employees will follow safety rules.
2. Manpower insists that employees observe safety rules and practices. Actions will be taken to obtain compliance.
3. Anyone under the influence of alcohol and/or drugs will not be allowed on the job.
4. Employees will not be permitted or required to work while their ability or alertness is impaired by fatigue, illness, or other causes.
5. Employees should be alert to see that machine guards and protective devices are in place.
6. Horseplay, scuffling, and other acts which tend to endanger safety is prohibited.
7. When lifting heavy objects, employees should use proper lifting techniques.
8. Workers will not handle any electrical equipment, machinery, air or water lines not within the scope of their job duties.

Injuries:

1. If you are injured on the job, immediately report the injury to your work-site supervisor and Manpower office. By law, written notice must be provided to Manpower within seven (7) days of an accident. C-1 notice of injury or occupational disease forms are available at all Manpower offices. Unreported injuries/incidents may result in the claim being denied. Seek the medical attention that you may need:
 - a. First aid at job site, do not treat yourself.
 - b. Medical facility for treatment
2. Workers' Compensation fraud is a felony, and is punishable by up to ten (10) years in prison and/or a \$10,000.00 fine. Anyone who makes false statements, submits a false Workers' Compensation claim or report, or helps another person engage in these types of activities can be found guilty of fraud and subject to punishment. Do not participate in or assist anyone who is filing a false Workers' Compensation claim. If you suspect Workers' Compensation fraud, please notify your Manpower Staffing Specialist right away or call the Attorney Generals Workers' Compensation Fraud Hotline at 1-800-266-8688.



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Industrial safety rules:

1. Always wear hard hat in designated “hard hat” areas; wear safety glasses or goggles, safety gloves, safety belts, where advised or mandatory.
2. Safe work attire:
 - a. Shoes – No opened toed shoes permitted at any time. Shoes with hard toes must be worn on any lifting job.
 - b. Clothes – No ill-fitting or baggy clothes around machinery. No loose ribbons or dangling jewelry.
 - c. Hair – Long hair must be kept behind neck and shoulders.
3. Remove finger rings when working around moving machinery.
4. Do not operate any equipment which is not in safe condition.
5. Obey work-site rules.
6. When lifting follow safe lifting procedures.
7. No horseplay.
8. Do not distract or startle fellow workers.
9. Avoid unnecessary talking, shouting, or other loud noises.
10. Always use the right tools and equipment for the job.
11. Be constantly alert for moving equipment and loads.
12. Pick up objects off the floor that may be a safety hazard.
13. Report any spilled liquids to your job-site supervisor.

Office safety rules:

1. Know your job and follow instructions
2. If office equipment is not working properly, turn the equipment off and report it to your job-site supervisor.
3. Worn electrical wiring, overloaded outlets, or defective equipment should not be used.
4. Do not stand on chairs, tables, or desks to reach for objects.
5. Do not move office equipment.
6. Keep desk and file cabinet drawers closed when not in use.
7. Be careful not to injure hands when using office equipment.
8. Do not carry or lift anything over 25 lbs.
9. Carry large items so that you have a clear visual path.
10. Use handrails on steps or stairs.
11. Do not obstruct pathways with materials or objects.
12. Watch for objects, etc. on floors which are likely to cause falls.
13. Report all unsafe conditions to your job-site supervisor.
14. If you are required to enter a production area, be alert for moving machinery or equipment.

* Failure to comply with safety rules and guidelines may result in immediate dismissal.



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The OSHA hazard communication standard your "right to know":

This standard established by the Federal OSHA means that you have a "right to know" about the chemical hazards in the workplace. It is important to remember, however, that you have to protect yourself! Always be alert and safety-conscious when working with hazardous materials of any kind.

What to do to protect yourself

- Read all labels and the Safety Data Sheet
- Follow warnings and instructions
- Use correct protective clothing and equipment provided
- Learn emergency procedures and use them when needed
- Ask questions when in doubt about the safety of any substances with which you are working

What should you look for on labels?

The manufacturer must label every container of chemical. Labels may differ in appearance, and may use words of symbols. But they must state such information as:

- The name of the chemical
- The name, address and emergency phone number of the manufacturer
- Special handling and storage information
- Health hazards (Is it an irritant or poisonous?)
- Physical hazards of the chemical (Can it explode or burn?)
- Recommended protective measures (such as clothing or equipment) when working with the chemical)

Using the Safety Data Sheet (SDS)

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products. As of June 1, 2015, the HCS will require new SDSs to be in a uniform format. Refer to <https://www.osha.gov/Publications/OSHA3514.html> for more information.

Who's affected by this "right to know" rule?

The Occupational Safety and Health Administration (OSHA) have developed the Hazard Communication Standard. It is for YOUR protection and establishes your "right to know" about chemical hazards you may face on the job.

- **Chemical Manufacturers** - They must evaluate the hazards of each chemical they manufacture, and then let users know about them by using labels and the SDS.
- **Employers who use the chemicals** - They must develop a written Hazard Communication program, tell their associates about it and explain how it works. They will also have to tell you about safety procedures and equipment you will use when working with hazardous substances. Manpower is providing this information to give you information on how to recognize and use labels and the SDS sheets.
- **You, the associate** - If you are assigned to work with or around chemicals in your area, please be alert, read the labels and SDS, and then follow instructions carefully. Remember, it's up to you to read the label and follow the instructions before you open up or use the chemical. If you don't understand the information, ask your job-site supervisor.



Nevada Workplace Safety | Occupational Safety and Health Act information

Employee Rights and Responsibilities:

The Nevada Occupational Safety and Health Act was created to allow you to do your job in a safe and healthy workplace. But it is up to you to make sure that job safety works. Here are some tips to help you stay safe on the job.

Know and follow all safety rules set by:

- Your employer
- The Nevada Occupational Safety and Health Act
- The Division of Industrial Relations, Occupational Safety and Health Enforcement Section

You can get copies of all Nevada safety and health standards from the Safety Consultation and Training Section of the Division of Industrial Relations or on the web at www.4safenv.state.nv.us.

Also, your employer may be required to have a written workplace safety program. If your employer requires personal protective equipment, such as hard hats, safety shoes, safety glasses, respirators, or ear protection, you are responsible to wear and/or use the equipment. Do not remove any safety device or machine guard. If you do and get hurt, you will lose some workers' compensation benefits. If you do not know how to safely use tools, equipment or machinery, be sure to ask your supervisor. If you see something that's unsafe, report it to your supervisor. That's part of your job. Give your employer a chance to fix the problem. If you think the unsafe condition still exists, it is your right to file a complaint with the Occupational Safety and Health Enforcement Section of the Division of Industrial Relations. The Division will not give your name to your employer. There are laws that protect you if you are punished for filing a safety and health complaint. If you feel you have been treated unfairly for making a safety and health complaint, you have 30 days from the date of the punishment to file a discrimination complaint with the Occupational Safety and Health Enforcement Section of the Division of Industrial Relations. Most on-the-job injuries are covered by Workers' Compensation Insurance - from cuts and bruises to serious accidents. Coverage begins the first minute you're on the job. It is your responsibility to report any on-the-job Injury immediately.

Your employer must file an "Employer's Report of Injury" (C-3 Form) within six working days after the receipt of a "Claim for Compensation" (C-4 Form) from a physician or chiropractor. Remember, it is fraud to file an industrial insurance claim if you are not injured on the job. Filing a false claim will result not only in a loss of benefits, but could mean costly fines and/or jail time.

Employer Rights and Responsibilities:

The Safety Consultation and Training Section of the Division of Industrial Relations, Nevada Department of Business & Industry, was created to assist employers in complying with Nevada laws which govern occupational safety and health. A Nevada employer with 11 or more employees must establish a written workplace safety program. If you have more than 25 employees, the establishment of a safety committee is also required. The Safety Consultation and Training Section of the Division of Industrial Relations is available to provide a workplace hazard assessment. This service can assist employers in minimizing on-the-job hazards, and is provided at no charge. The Division also offers no cost safety training and informational programs for Nevada employers. You must maintain a workplace that is free from unsafe conditions. As an employer you are responsible for complying with all Nevada safety and health standards and regulations found in:



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The Nevada Occupational Safety and Health Act, and the Occupational Safety and Health Standards and Regulations. Copies of all occupational safety and health standards and regulations are available from the Division of Industrial Relations (Safety Consultation and Training Section and the Occupational Safety and Health Enforcement Section) or on the web at www.4safenv.state.nv.us. You are also responsible for ensuring that your employees comply with these same rules, standards and regulations. You must select someone to administer and enforce occupational safety and health programs in your workplace. Before assigning an employee to a job, you must provide proper training in:

- Safe use of equipment and machinery
- Personal protective gear
- Hazard recognition
- Emergency procedures

You must also inform all employees of the safety rules, regulations and standards which apply to their respective duties. It is your responsibility to maintain accurate accident, injury and safety records and reports. These files must be made available, upon request, to the affected employee and representatives of the Division of Industrial Relations, Occupational Safety and Health Enforcement Section. The Nevada Safety and Health Poster, provided by the Division of Industrial Relations, must be posted in a prominent place on the job site. Report immediately to the Division of Industrial Relations (Occupational Safety and Health Enforcement Section) all job-related fatalities, as well as those accidents where three or more employees require hospitalization. Employers must acquire and maintain Workers' Compensation Insurance at all times. You are responsible for filing any workers' compensation claims with your employer. The law requires that employers shall provide newly-hired employees with a copy of this document or with a video setting forth the rights and responsibilities of employers and employees to promote safety in the workplace. Employers shall keep a signed copy of the attached receipt in the employee's personnel file to show he or she has been made aware of these rights and responsibilities.



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Release of Background Check and Drug/Alcohol Test Results

By signing the handbook acknowledgement I authorize Manpower to release all background checks and drug and alcohol results obtained during the course of my employment to client companies requesting this information for assignment purposes.

By signing the handbook acknowledgement I authorize the customers of Manpower to release all background checks, drug, and alcohol results obtained, to Manpower when the client company performs these steps when hiring the employee on their payroll.

Social Security Number Acknowledgement

By signing the handbook I acknowledge that it has been explained to me and I understand that I must provide Manpower with a valid social security number. By law, Manpower needs a valid social security number to meet its responsibility to withhold taxes and/or complete the associated government reporting. In addition I acknowledge that I **have not** been asked or required to provide a social security card or acknowledgement from the Social Security Administration for the purpose of completing the Form I-9.

Employee Acknowledgement Regarding Health Benefits

I have read and received information on Nevada Health Link provided by my employer, HAT, Ltd. Partnership dba Manpower Temporary Services (Manpower).

Employee Name (Print) Date

Employee Signature

I have been offered and read details on Manpower’s Minimum Value Plan through Key Benefits.

At this time I:

_____ **Do** Accept the plan. (Request an enrollment form from your Manpower service representative)

_____ **Do Not** Accept the Plan. I understand the time available for plan sign up is limited to no more than 30 days from initial hiring or initial offering (whichever is later).

Employee Name (Print) Date

Employee Signature



Acknowledgement & Acceptance of Manpower Policies

I understand that Manpower is an “at will” employer and as such employment with Manpower is not for a fixed term or definite period and may be terminated at will of either party, with or without cause, and without prior notice. In addition I understand that this handbook states Manpower’s policies and practices in effect on the date of publication. I understand that nothing contained in the handbook may be construed as creating a promise of future benefits or a binding contract with Manpower for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time at the discretion of the Company.

By checking the policies below, I acknowledge that I have read them and agree that if there is anything I do not understand, I will seek clarification from a Manpower Representative

- Report Time**
- Timecard Agreement**
- Equal Employment Opportunity**
- Harassment Prohibition**
- Zero Tolerance on Workplace Violence**
- Drug & Alcohol Policy**
- ACA Employer Notification**
- FMLA Policy**
- Safety Policy**
- “Nevada Workplace Safety: Your Rights and Responsibilities”**
- Release of Background/Drug/Alcohol Results**
- SSN Acknowledgement**

I acknowledge that I have read a copy of Manpower’s Employee Handbook thoroughly, including the statements in the forward describing the purpose and effect of the Handbook and those policies specifically listed above. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from a Manpower Representative.

Employee Name

Date

Signature